

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Bakaan Ingoii Gaa-Ondaadag ("non-local beings") Program Manager

Department: Mashkiiziibii Natura Resources

Hourly Rate: \$17.00-\$19.00 (DOQ)

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: MNRD Director

Posting Date: Public

Opens: December 21, 2020

Closes: January 8, 2021, at 4:30 pm



Summary: The bakaan ingoji gaa-Ondaadag ("non-local beings") Program Manager will plan and supervise monitoring and restoration projects associated with non-local beings ("invasives") within the Bad River Reservation and manage the tribe's Invasive Species Program. This work entails grant writing and grant reporting, work plan development and implementation, researching strategies for completing the work, and supervising staff. This position is non-exempt (or hourly).

Essential Duties and Responsibilities include the following.

- Project management including grant writing, managing budgets, development of project work plans, and preparation of progress and technical reports.
- Reviewing and commenting on projects proposed within the external boundaries of the Bad River Reservation.
- Implement the Bad River Invasive Species Management Plan for Aquatic and Terrestrial Plants and update the plan as needed.
- Identify and monitor potential invasive species threats to the Reservation and populations of selected and existing invasive species already within the Reservation.
- Incorporate Traditional Ecological Knowledge into program activities.
- Maintain and build knowledge of current monitoring and restoration strategies including invasive species control methods and monitoring techniques.
- Coordinate invasive species projects within the external boundaries of the Reservation as necessary, collaborating with other MNRD programs and other entities as needed.
- Manage database of field data and analyze data to assess trends and strategy effectiveness; Communicate on program progress through internal and external meetings, MNRD newsletter, website updates, and public presentations.
- Supervising Invasive Species Coordinator and seasonal crew.
- Participate in the Northwoods Cooperate Weed Management Area partnership.
- Reviewing and approving payroll and purchase orders for the Invasive Species Program
- And, performing other duties as assigned by the direct supervisor, MNRD Deputy Director, and MNRD Director.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:**Required:**

- Bachelor's degree in ecology, biology, botany, or related field.
- If the candidate does not possess a bachelor's degree, two years of undergraduate education leading to such a degree can serve as a substitute (transcript required).
- Proficient in plant identification within this region including experience using dichotomous keys to identify species.
- At least one year of experience with ecological restoration, invasive species control, or in a related natural resources field.
- At least one year of experience managing budgets and developing program work plans.
- Experience with grant writing and reporting.
- Ability to work independently or as a member of a team, either as a team member or a team leader.
- Knowledge of invasive species present in Wisconsin, potential threats, and their impacts on the ecosystem.
- Proficiency with ArcGIS and Microsoft Word and Excel.
- Strong organizational skills to effectively maintain and prioritize workload while managing several complicated projects simultaneously.
- Must be self-motivated, trustworthy, dependable, and willing to work long hours occasionally to meet deadlines.

Preferred:

- Supervisory experience
- Experience monitoring and/or controlling invasive species
- Experience working with tribal communities and/or Native American issues
- Experience operating boats and ATVs
- Knowledge of habitat types found in Northern Wisconsin

Other Skills and Abilities:**Required:**

This position is a required driver position, and the candidate must possess a valid driver's license and meet eligibility requirements for coverage under the Tribe's Auto Insurance Policy.

Background Check:

This position is contingent on the required ability to pass a Bad River background check.

This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

- Strong written and verbal communication skills to effectively convey both technical and non-technical information clearly in written and oral format to a wide variety of audiences.
- Ability to work with a diverse group of partners and stakeholders.

Reasoning Ability:

- Problem-solving; ability to remain flexible and open-minded.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to perform all job duties including occasional walking multiple miles into remote locations in all kinds of weather conditions.
- Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances required.
- Subject to inside and outside environmental conditions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position will require inside and outside work.
- Largely working remotely during the COVID-19 pandemic

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov